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19 August 1955

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MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. FBIS teletyped a daily clear text roundup of radio and press reaction to the U. S. delegation at the "SUMMIT" Conference in Geneva. Approximately 23,000 words were filed from headquarters and 7,000 words directly from field bureaus.

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3. Important items published in the FBIS Daily Report included:

a. Extensive coverage of the proceedings of the second session of the First National People's Congress of the People's Republic of China, which opened in Peking on 5 July, including full texts of the draft Five Year Plan (published in a special supplement to the Daily Report on 11 July), the 1955 State Budget, the plan for harnessing the Yellow River and the report on the work of the Congress Standing Committee, as well as speeches by Government Ministers and high-ranking officials. Published material approximated 250,000 words.

SECRET

SECRET

b. A 10,000 word decision, adopted by the CPSU Central Committee plenum on 11 July, based on a report by Bulganin which examined progress and shortcomings in industry and stressed the need for more rapid introduction of modern technology. Bulganin's report, approximately 32,500 words was also published.

c. A 20,000 word speech, delivered on 22 July by Egyptian Premier Nasir on the occasion of the third anniversary of the Egyptian revolution.

[REDACTED]

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4. At the request of the DD(I), copies of Chinese Communist broadcast items dealing with the imprisoned American fliers were assembled in booklets for use in preparing for the forthcoming conference with the Chinese Communists in Geneva. The broadcasts covered the period from 23 November 1954 to 27 July 1955. [REDACTED]

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5. Morse code transmissions of Chinese numeral code from Peking are now paralleled by Hellschreiber transmissions, and the Okinawa Bureau is being equipped with two Blattschreiber machines to receive the latter. This will virtually eliminate manual copying of Chinese numeral code and make unnecessary the use of automatic code converters in intercepting numeral code at Okinawa. [REDACTED]

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6. The BBC-FBIS Mediterranean Bureau Coverage Coordination Committee held its semi-annual meeting at Caversham and solved a number of problems, including the exchange with BBC of coverage of Free Greece Radio for Turkish Home Service at Kyrenia. [REDACTED]

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7. A request has been made for the authorization of an FBIS cruising monitor at a Navy Radio Receiving Station in Puerto Rico, for a trial period of six months with the option of converting to a permanent basis. [REDACTED]

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8. A project for classified staff housing, monitoring equipment and two additional local employees to enable the Saigon Bureau to continue its present activities and expand its capabilities was approved by the DD(I) and transmitted to the Project Review Committee. Early authorization is expected. [REDACTED]

50X1

-2-

SECRET

SECRET

9. In Hokkaido FBIS can retain its present housing at Camp Crawford through October and possibly later. When reception conditions improve in the fall, tests will be conducted at Chitose to determine whether relocation of the Hokkaido Bureau to that area will be possible. [REDACTED]

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10. Okinawa construction:

- a. Rear porches were added to 16 houses erected in 1953.
- b. Grading and filling were completed and floor slabs are in progress for six duplex and two 4-man BOQ buildings under project DD/I-172-55.
- c. Connections were completed on 6 July and the Okinawa station is now operating on island power.

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FIELD OPERATIONS COMMENT

In order to simplify the rating of signals in coverage and other reports, the letter S may be used to denote other station interference, whether caused by a voice, code, radioteletype, or other type of transmitter, in lieu of the letters C, H, or R. Pending revision of the appropriate portion of [REDACTED] the following symbols may be used to denote signal characteristics:

50X1

- A - Atmospherics
- F - Fading
- J - Jamming
- L - Local noise interference
- M - Improper modulation
- Q - Poor audio quality
- S - Other station interference
- T - Transmitter trouble
- V - Variable frequency
- X - No interference characteristics

50X1

-3-

SECRET

SECRET

EDITORIAL COMMENT

1. All Bureaus

a. It is regretfully noted that not all Bureaus invariably provide adequate FYI's concerning major speeches and other important developments. Fully informative FYI's are urgently needed, whether the speech or development is broadcast or not, in order to answer queries from consumers and to plan for publication. If a major speech or report of a major development is broadcast, the following should be furnished headquarters without delay:

1. Details of the broadcast including a statement that it is broadcast live or from a recording, is being read by an announcer or is being handled in some other way.
2. Probable length and Bureau coverage plans.
3. Probable time of filing of first take and estimated time-table for filing of complete item.

If a major speech or development has not been broadcast or monitored at the time it comes to the attention of the appropriate bureau, a priority FYI informing headquarters of this fact is also a necessity.

KY 237 and B221610 of 20 July are excellent examples of close headquarters-field coordination in this respect. Both messages arrived on Friday, informing headquarters of important speeches that were coming and giving the estimated length and expected rate of processing. With this information available, arrangements were made for the speeches, which totaled 87 pages, to be processed over the weekend and published in full in Monday's Daily Report. Another reason why fully informative FYI's are urgently needed is that as soon as American news services report a major development, the Editorial Branch receives numerous telephone requests for information on whether the development was broadcast, how soon FBIS can provide the material, and if so in what form.

50X1

b. Bureaus are reminded of the interest in references to minority nationalities in the USSR. Items dealing with new native-language

-4-

SECRET

SECRET

newspapers, or schools, clubs and other organizations identified on a nationality basis, sometimes reveal important changes in official views on minority groups. A recent Mediterranean Bureau brief reporting the first issue of the Chechen-language edition of the Kazakh Culture Ministry's paper disclosed the presence in that Republic of the Chechen group, which is believed to have been deported en masse from its North Caucasus homeland in 1943 for collaborating with the Germans. Items such as this should be texted whenever possible.

[redacted]

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c. In addition to the FBIS wire service to the Summit Conference at Geneva, the "B" Wire carried an expanded file of all material bearing on the Conference or Conference issues and the Editorial Branch contributed to reaction reports on the President's proposal for an exchange of military blueprints and on world assessment of the Conference's achievements. All Bureaus are commended for their excellent support in this project. Roundups were generally comprehensive and well written, and those from the East Coast and German Bureaus were of exceptional professional quality.

[redacted]

50X1

d. Monitors and editors are urged to use the editorial postscript "as broadcast" with extreme caution, and only when they are certain beyond a doubt that the transmitting source is responsible for the awkward or illogical rendering. Passages so designated in copy filed to headquarters have on occasions been found to have been incorrectly heard, despite a certain phonetic similarity, when compared with versions from other Bureaus or sources.

[redacted]

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e. In Congressional debate on the nuclear-powered merchant ship, as recorded in the Congressional Record for 18 July, Congressman Patterson of Connecticut quoted copiously from Peking and Soviet broadcast propaganda to support President Eisenhower's request for the ship.

[redacted]

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f. A copy of the new Daily Report Style Manual has been sent to each field bureau. This is not intended to replace the field manual now in use.

[redacted]

50X1

g. All bureaus should adhere strictly to the instructions

SECRET

on page 16 of the editorial field manual, which says:

"a. Use of 'not' -- Confusion of 'not' and 'now' is easily possible, and often this confusion results in a complete change of meaning. Therefore, the word 'not' is either repeated in wire copy ('the meeting was not rpt not held today') or in the case of commercial cables spelled 'nott'."

[redacted]

50X1

2. West Coast Bureau

a. It is important that all items which merit immediate attention by Wire or Daily Report editors be suitably flagged to insure prompt handling by wire room personnel. To prevent <sup>an</sup> item's being momentarily overlooked amid the mass of copy pouring into headquarters, both the original FYI and subsequent textual elaboration should be marked urgent; it is not sufficient to preface follow-up with a series of bells punched into the tape. [redacted]

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b. Awkward and inept phraseology, occasionally so distorted as to give a completely erroneous impression, continues to crop up in Latin American copy. Monitors and editors are urged to bear in mind that copy filed to Headquarters, within the limitations imposed by considerations of urgency and the nature of the material, should be composed in smooth idiomatic English. A Buenos Aires item of 28 July which quoted UCR leader Arturo Frondizi's intention to "expose the conduct of radicalism" was an example of complete distortion, since what Frondizi intended to do obviously was to "review the stand" or the "position" of the Radicals. [redacted]

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c. Editors are requested to spell out VPA in logos of VIETNAM PRESS AGENCY material, to avoid confusion with the initials for the Vietnam People's Army. [redacted]

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3. Okinawa Bureau

a. Despite the praise reported last month from the State Department on the rendition of Korean names, it has been noted that spellings of names of North Korean Government and Party dignitaries

-6-

SECRET

SECRET

tend to vary from the FBIS Cabinet and Diplomatic Lists, although  
TIS forwards all changes and corrections to the Bureau. [redacted]

50X1

4. West Coast and Okinawa Bureaus.

a. During July, approximately 250,000 words were published in the Daily Report on the proceedings of and speeches before the second session of the First National People's Congress of the People's Republic of China. Both Bureaus are commended for the tremendous effort that has gone into the expeditious processing of this important material and for the valuable results achieved. [redacted]

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5. Saigon Bureau

a. Attention is called to the reminder in the January 1955 Letter of Instruction that heads for briefs should be short--preferably two or three words--and so selected as to "flag" the important element or elements in the item. When editorial comment is briefed directly from the newspapers (press scrutiny), care must be taken to avoid a compositional structure in which a newspaper appears to be reporting what its own editorial said. When briefs are prepared from point-to-point transmitters which are carriers of traffic and not disseminators of news agency material, editors should refrain from attributing reportage to such transmitters. [redacted]

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PROPAGANDA ANALYSIS COMMENT

1. Kyrenia's professional handling of Tito's apparently extemporaneous Karlovac speech, especially the Bureau's informative editorial notes and its faithful rendering of fragmentary sentences and incomplete thoughts, facilitated analysis by bringing out nuances and conveying some sense of the emotional force of Tito's delivery. Okinawa's extensive texting of speeches at the second session of the First National People's Congress has provided invaluable source material which will be utilized in a forthcoming contribution to a national estimate on China. The Bureau's weekly information cables on regional and Formosa-beamed programs has proved immediately usable for RPB publications. Both Okinawa and the West Coast Bureau are urged to increase filing of any ideological material from Chinese transmitters. [redacted]

50X1

## SECRET

2. Occasional lapses in the London Bureau's high-quality roundups sometimes cause confusion or necessitate special research. For example, the Soviet roundup of 28 July reported that both PRAVDA and IZVESTIA mentioned demobilization of Austrian occupation troops, whereas the IZVESTIA piece as filed did not. [REDACTED]

50X1

3. All bureaus contributed roundups for Reports on world reaction to President Eisenhower's proposal on the exchange of military blueprints and on world assessment of the Summit meeting. London supplied some background material for a Report on political maneuvering and doctrinal differences among the Soviet military elite, a study suggested by Embassy Moscow. A Report on evidence of harsher tactics toward rich peasants in Chinese Communist agricultural cooperatives was received with considerable interest by consumers in the DD/P area, and a special paper for Ambassador Johnson described Peking broadcasts on imprisoned U.S. airmen. [REDACTED]

50X1

ADMINISTRATION

1. The problem of children's education at overseas posts was alleviated by enactment of legislation for schooling allowances for classified employees. [REDACTED]

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2. Thirty-six additional FBID employees have received notices of acceptance in the CIA Career Service. Total acceptances in FBIS to date number [REDACTED]

50X1

3. Effective 28 July 1955, Public Law 189 authorizes the following increased maximum per diem and mileage rates for travel within the continental United States:

Per diem:	First 60 calendar days - \$12.00 per day
	Next 120 calendar days - \$ 8.00 per day
Mileage:	Motorcycle \$ .06 per mile
	Automobile \$ .10 per mile

Mileage will continue to be authorized only when it is more advantageous to the Government than the use of commercial carrier. Otherwise reimbursement for the use of privately owned conveyances shall be limited to the common carrier cost and time.

-8-

SECRET

SECRET

4. The following FBIS issuances have not previously been reported:

Distribution F-2  
F-6 (All Bureaus)  
F-2  
F-3  
F-3  
F-2

50X1

PERSONNEL CHANGES

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1. New Employees:

Assignment:

, Clerk-Steno

Office of the Chief

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Clerk-Steno

Field Operations Staff

2. Reassignments:

From:

To:

Teleg Typwr Opr Sup  
West Coast Bureau

Teleg Typwr Opr Sup  
Okinawa Bureau

50X1

Info Sp(For Bdcst)  
Editorial Branch

Info Sp(For Bdcst)  
Okinawa Bureau

Info Sp(For Bdcst)  
East Coast Bureau

Info Sp(For Bdcst)  
Editorial Branch

Info Sp(For Bdcst)  
West Coast Bureau

Info Sp(For Bdcst)  
London Bureau

Info Sp(For Bdcst)  
London Bureau

Info Sp(For Bdcst)  
Editorial Branch

3. Transfers:

From:

Clerk Typist, Editorial Branch

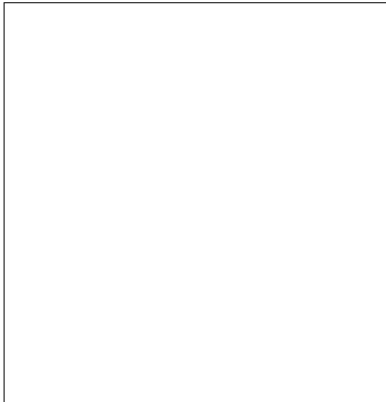
50X1

-9-

SECRET

SECRET

4. Separations:



From:

Clerk Typist  
Editorial Branch

50X1

Propaganda Anal Of,  
Radio Propaganda Branch

Personnel Assistant,  
Administrative Staff

Brdcst Mon (Multi)  
East Coast Bureau



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